United States Department of State



Foreign Affairs Manual

VOLUME 4 – Financial Management

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4 FAM 440 VOUCHERING OF SPECIAL ITEMS

4 FAM 450 SPECIAL VOUCHER PROCESSES

Changes

- 1. This Change Transmittal issues an administrative change initiated by the Office of Directives Management. These changes were related to RM's reorganization from the Bureau of Resource Management (RM) into two bureaus: The Bureau of Budget and Planning (BP) and the Bureau of the Comptroller and Global Financial Services (CGFS).
- 2. If this issuance changes less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
- 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
- 4. The office responsible for the material in these subchapters is CGFS/FPRA/FP. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

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1. Remove and discard the old 4 FAM 440 (CT:FIN-411; 09-20-2010) and insert the new 4 FAM 440 (CT:FIN-432; 09-12-2013).

- 2. Remove and discard the old 4 FAM 450 (CT:FIN-388; 03-18-2008) and insert the new 4 FAM 450 (CT:FIN-432; 09-12-2013).
- 3. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FIN-432, and initial.

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